

**POLICY**

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that all eligible youth will be assisted in submitting a Tuition Incentive Program (TIP) application.

**PURPOSE**

TIP can provide funding for post secondary education.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**PROCEDURE**

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOP's) relating to TIP. At a minimum, these SOPs must contain the following requirements:

**TIP Eligibility**

Students are eligible for TIP if they:

- Are receiving (or have received) medicaid.
- Apply before graduating from high school or receiving a general education development (GED) certificate.
- Are under the age of twenty (20) at the time of graduation or GED completion.
- Are U.S. citizens.
- Meet the participating institution's residency requirements.
- Enroll in associate degree or certificate program courses equivalent to at least half-time student status according to the college / university.
- Take classes within four (4) years of graduation from high school or GED completion.

**Assistance to Youth**

Staff assist the student in completing the online TIP application process within thirty (30) days following admission through:

- Advising.
- Assisting the student to complete the application process.

**TIP Eligibility / Change of Address**

The TIP office determines eligibility, enrolls the youth, and notifies the youth at the address provided of its decision. If a student has previously completed the TIP application process and has a change of address, the TIP office must be notified. Further information is available at: [www.MI-StudentAid.org](http://www.MI-StudentAid.org).

**AUTHORITY**

Social Welfare Act, MCL 400. 115a(1)(l)